

DEPARTMENT OF BIOTECHNOLOGY

EMEA College Kondotty

Action Plan 2020 – 21

Inputs and Guidelines – Template

No.	DATE (Time and Venue informed later)	ACTIONS (Name of the Program)	INDICATORS (Activities in detail)	TARGETS (Participants)	OUTCOMES	RESPONSIBILITY (Facilitator / Presenter / Organizer)
1	1 th June 2020	Department meeting	Plan for the academic year 20-21	Faculties of Biotechnology	Plans and policies of the department for the academic year 2020-21	Dr. K. Mashhoor
6	July 2020	Minor research Project proposal)	<ul style="list-style-type: none"> Student project 	Students of Biotechnology		Dr. K. Mashhoor
7	August 2020	Students Counselling	To understand students emotional conflicts and personal problems	Students and Advisors	Help students to achieve their personal goals, and gain greater insight into their lives	Shilly Das
8	August 2020	Interaction with Parents	It is an opportunity to discuss a student's academic progress and social behavior.	Second and final year class advisors	<ul style="list-style-type: none"> Refined the student's individual learning plan and to make sure the roles of teacher, student and parents are clear, specific and designed to bring out the best in student 	Shilly Das Somy Soman
9	August 2020	Proposal for Ozone Day celebration to KSCSTE	<ul style="list-style-type: none"> Environmental conference 	Students and teachers	Fund sanctioned from KSCSTE	Dr. K. Mashhoor
10	September 2020	Department level students meeting	Create positive interaction with students	Students of Biotechnology	<ul style="list-style-type: none"> Help to create classroom environments more helpful to learning and meet students' developmental, emotional and educational needs. 	Shilly Das
11	September 2020	Waste disposal awareness to local people	<ul style="list-style-type: none"> To provide waste disposal for nearby hotels 	EMEA fraternity	-	Somy Soman
12	September 2020	National Seminar Proposal	<ul style="list-style-type: none"> To provide an opportunity to the students to get 			Dr. K. Mashhoor

			<p>experiences in the various logistics of conducting a national event by working in teams and under faculty supervision.</p> <ul style="list-style-type: none"> • Provide platform for students to interact with experts and share their ideas 			
13	September 2020	Ozone Day Celebration	<ul style="list-style-type: none"> • 	Students and teachers	Students will enrich with the importance of ozone protection and got aware about climate change.	Dr. K. Mashhoor
14	September 2020/November 1st week	Industrial and field visit Delhi.	Students will get ample opportunity to learn, to feel, to experience and to reflect the scientific thoughts.			Dr. K. Mashhoor
16	November 2020	Department staff meeting	Discussion and analysis of internal marks and attendance of third and fifth semester.	Faculties of Biotechnology		Shilly Das
17	December 2020	Submit proposal for Erudite lecture program to Kerala State Higher Education Council	Students will get an opportunity to interact with Nobel laureate.			Dr. K. Mashhoor
18	December 2020	Conduct HACCP training program	Students will get certificate which will be useful for employment in food industries			Dr. K. Mashhoor
19	January 2021	Submit proposal for National Science day celebration 2019 to KSCSTE	Scientific seminar, poster presentation			Dr. K. Mashhoor
20	February 2021	Celebrate National Science day	Scientific seminar, poster presentation			Dr. K. Mashhoor
21	February 2021	Career Guidance Program for final year batch	Equipping the students for competitive exams and helping them to get placed in various universities	Final year students		Shilly Das
22	February 2021	Department meeting	Analysis of internal marks and attendance of even semesters	Faculties of Biotechnology		Somy Soman
23	March 2021	Annual report	Preparation of annual report 2021	Faculties of Biotechnology		Shilly Das